

The Volunteer Handbook

This Volunteer Handbook belongs to: _____

My job assignment: _____

My venue: _____

Shifts: _____

- ☐ A member of the Event Management Team, on which I will be working, has contacted me.

His/her name is: _____

His/her phone number is: _____

His/her cell number is: _____

The alternate point of contact is: _____

The alternate's phone number is: _____

- ☐ I attended general orientation and training on _____

- ☐ I attended job-specific training on _____

- ☐ I attended a venue walk-through on _____

- ☐ I received my volunteer T-shirt

- ☐ I received my volunteer lanyard

I am ready to volunteer!

Susan.miller4@va.gov or Michelle.Kirk@va.gov

Dear Volunteer,

Thank you for your interest in volunteer opportunities for the 30th National Veterans Wheelchair Games (NVWG) in Denver, Colorado. By participating in the 30th NVWG, you join the ranks of thousands of other volunteers who are dedicated to making this event a great success. The Local Organizing Committee (LOC) welcomes your support and participation in the largest annual wheelchair sporting event of its kind!

For six days, from July 4-9, 2010, athletes from all over the United States, Puerto Rico and Great Britain will come to Denver. Competitions will be held July 5-9 at venues throughout the city. All told, the Games will showcase the talent of more than 500 athletes. In addition to athletes, 200 coaches, and 1,000 family members and friends will call Denver home during the competition. Add to that number 15,000 spectators viewing the events, as well as local and national media, and you will begin to understand the need for nearly 3,000 volunteers.

By volunteering your time and energy, you will help share Denver's warmth and hospitality with the nation. We can think of no greater gift for the visiting NVWG athletes.

We appreciate your interest in the 30th National Veterans Wheelchair Games volunteer program. Should you have any questions after reviewing the enclosed materials, please don't hesitate to contact the NVWG Volunteer Office. Thank you for your help in welcoming the nation to Denver. We look forward to working with you.

Sincerely,

Michelle Kirk and Susan Miller
Volunteer Coordinators
30th National Veterans Wheelchair Games
Phone: (303) 399-8020, ext.2010
Fax: (303) 393-4683; or (719) 553-1102

WHEELCHAIR GAMES FACTS

What

The National Veterans Wheelchair Games is the largest annual wheelchair sports event of its kind in the world for athletes who use wheelchairs to compete in sports. All competitors are military service Veterans.

When

July 4-9, 2010

Who

500 Athletes

200 Coaches

1,000 Family Members

3,000 Volunteers

More than 15,000 Spectators

Where

Denver, Colorado

Sports

Air Guns

Archery

Basketball

Bowling

Field

Kayaking (Exhibition Event)

Handcycling

Motor Rally

Nine-Ball

Power Soccer

Quad Rugby

Slalom

Softball

Swimming

Table Tennis

Track

Trapshooting

Weightlifting

General 2010 Games Schedule

July 3

Athletes Arrive in Denver

July 4

Registration

Expo

Opening Ceremonies & Welcome Reception

July 5

Late Registration

Competitions Begin

July 6

Daily Sports Competitions

Kayaking-Exhibition Event

July 7

Daily Sports Competitions

July 8

Track & Field Competitions

Kids Day at City Park

July 9

Daily Sports Competitions

Closing Banquet

July 10

Athletes Depart

The full schedule of events is available on the Games Web site: www.wheelchairgames.va.gov

WHAT ARE THE WHEELCHAIR GAMES?

First held in 1981 during the "International Year of Disabled Persons," the National Veterans Wheelchair Games are presented by the Department of Veterans Affairs (VA) and Paralyzed Veterans of America (PVA). In the first year of competition there were 74 athletes from 14 states. In 1987, a team of 12 athletes from Great Britain was invited to participate in the Games. A team from Great Britain has competed every year since, joining U.S. athletes from nearly every state as well as Puerto Rico.

Sports are important in the therapy used to treat many disabilities, and the Games provide an important stimulus for athletes to pursue their athletic goals and dreams. For many injured Veterans, the National Veterans Wheelchair Games provide their first exposure to wheelchair sports.

OUTSTANDING VOLUNTEERS

As an excellent practice adopted from our Spokane colleagues, all volunteers will have the opportunity to be recognized by the individual athletes as "outstanding volunteers" throughout the week of the Games.

Each athlete will receive special "outstanding volunteer" stickers in their registration packets that they can offer to any volunteer they feel has done an outstanding job during his or her event(s).

The stickers will be a special way our athletes can thank you for doing a great job!

VOLUNTEERISM

Volunteers contribute in many ways to support the 30th National Veterans Wheelchair Games, including:

- working in the Games' volunteer office;
- serving on planning teams; and
- assisting with the actual execution of the Games.

Events at the National Veterans Wheelchair Games are held for the benefit of our nation's Veterans with disabilities. An event like the NVWG could not be successful without support from the community. Our team of volunteers is made up of males and females of all ages and backgrounds, both Veterans and civilians. All freely give their expertise and time to help others enjoy and participate in this annual event.

The 30th National Veterans Wheelchair Games will have more than 500 Veterans participating in a variety of events at several locations. The number of volunteers needed to support the Games averages at least four volunteers per Veteran. The minimum commitment we are asking from our volunteers is one shift, of either four or eight hours.

The available jobs for volunteers include the following positions:

- Registration
- Scoring or timing events
- Site set-up or construction/engineering
- Serving meals
- Event activity assistance
- Escorting Veterans
- Assisting with ceremonial events
- Transportation

The most important thing to remember while at the Games is to have fun and enjoy your time with our Veteran competitors.

VOLUNTEER ETIQUETTE

PLEASE DO...

- ✓ Attend training. Bring your assignment letter and identification to your job specific training.
- ✓ Plan on volunteering regardless of the weather.
- ✓ Report to your venue at the time specified on your assignment letter.
- ✓ Wear your volunteer lanyard and official volunteer T-shirt at all times while on volunteer duty.
- ✓ Bring only what is necessary. There is no secure storage at venues for purses or other valuables.
- ✓ Bring family and friends as spectators.
- ✓ Dress for the weather.

PLEASE DON'T...

- ✓ Call the venue to which you have been assigned. People there will not have any information about your assignment.
- ✓ Bring "last-minute" volunteers. They cannot serve as volunteers unless they have completed an application and attended mandatory training. Friends and family are welcome as spectators. (We do need fans in the stands!)
- ✓ Assist athletes if they struggle or fall during competition. They could be disqualified if you interfere.
- ✓ Bring cell phones or other electronic equipment that might interfere with the enjoyment of athletes or spectators.
- ✓ Bring any concealed weapons.
- ✓ Bring any alcohol or illegal drugs.
- ✓ Approach celebrities while on duty.
- ✓ Wear dangling jewelry that can be caught, tangled, or grabbed.

WHEELCHAIR GAMES LOGISTICS

VOLUNTEER REGISTRATION

All prospective volunteers for the 30th NVWG were required to complete the volunteer registration form (either hard copy or electronic), indicating the event(s) or activities for which they were interested in assisting. All volunteers were also required to sign the application, which was essential in providing legal liability coverage for this national program. Interested volunteers who were not able to complete an application before the Games began can complete the registration process by visiting the Volunteer Rooms 708, 710, 712 in the Colorado Convention Center.

ORIENTATION

This handbook will provide volunteers with general information about the NVWG assignments, uniforms, meals and parking, as well as safety requirements.

The Volunteer Coordinator will coordinate job-specific orientations through the venue chairs and volunteer liaisons. These orientation sessions will cover procedures, liability and emergencies. Official rules and any other questions you may have will also be answered at the orientation. Should you need additional information that the venue chair or liaison cannot answer, please contact the Volunteer Department located in rooms 708, 710, 712 of the Convention Center.

VOLUNTEER TIMEKEEPING

Volunteer check-in sites will be located at each venue site, as well as at the Volunteer Rooms 708, 710, 712.

MEALS

Volunteers will receive a \$10 meal voucher for every four hours worked. When volunteers check in with Volunteer Services at the beginning of their shift, a meal ticket will be issued. The meal ticket will be redeemable anywhere gift cards are accepted.

For those volunteering for the Park Party, Kids Day, Field, or Kayaking, a meal will be served on site and you will **not** receive the \$10 card

It is wise to pack a non-perishable snack in a purse, fanny pack, or small backpack just in case a situation arises where volunteers are unable to access the food vendors in a timely manner.

CHECK-IN/CHECK-OUT PROCEDURES

Every volunteer will be required to follow volunteer check-in and check-out procedures upon each arrival and departure from his or her assigned venue. Volunteer check-in and check-out facilitates a secure environment for all 30th NVWG participants and is absolutely essential for smooth operations at the venues.

When you arrive as a volunteer...

- ✓ You must be properly uniformed in your approved official 30th NVWG volunteer uniform (volunteer T-shirt and lanyard). Each volunteer will receive **ONLY ONE** T-shirt and lanyard for the entire week of volunteer shifts.
- ✓ If you are missing any portion of your uniform, you will not be able to volunteer until you have the needed items (T-shirt and lanyard).
- ✓ You will receive a meal ticket to exchange for a meal during any shift of four hours or more.
- ✓ You will be directed to the area where you are to work during your volunteer shift.

After you complete your volunteer shift:

- ✓ You will check out with the volunteer liaison or event chair at your assigned venue.

If you cannot finish your shift for any reason, please let your volunteer liaison or event chair know immediately so that he or she can arrange for a replacement.

UNIFORMS

All volunteers will be provided with the official 30th NVWG volunteer uniform. Volunteer uniform colors will identify each volunteer classification as listed below:

- | | |
|------------------------------|-------------|
| ✓ General volunteers | White |
| ✓ Medical volunteers | Red |
| ✓ Security | Yellow |
| ✓ Local Organizing Committee | Black/White |

Official 30th NVWG Volunteer Uniform - *provided by the NVWG:*

- ✓ T-shirt
- ✓ Volunteer Lanyard

Provided by volunteer:

- ✓ Khaki pants or shorts
- ✓ Comfortable and safe footwear (no open heel or toe)

30th NVWG Volunteer Uniform Guidelines

The 30th NVWG are dependent on the generosity of our sponsors. It is important that we respect and recognize their contributions. Please adhere to the following guidelines:

- ✓ While on duty, volunteers must wear their approved 30th NVWG volunteer uniform and follow all uniform requirements.
- ✓ If you lose or damage your uniform, you will not be able to obtain a replacement.
- ✓ Only official 30th NVWG sponsors will be permitted to have lanyards (cords to hold credentials) printed with their name and/or sponsor logo according to specifications established by the LOC.
- ✓ Non-sponsor volunteers will have a lanyard provided by the Games LOC. No volunteer groups, other than official 30th NVWG sponsors, are permitted the option of printing a personalized lanyard.
- ✓ Only official 30th NVWG sponsors may design a volunteer pin with their name and/or logo and the 30th NVWG logo. The design must be approved by the LOC.
- ✓ The generic volunteer and the official 30th NVWG sponsor pins are the only pins approved to wear while volunteers are on duty. Both may be worn at the same time.

Spectators from official Games sponsors are encouraged to wear clothing with their company or group logo or name.

PARKING AND TRANSPORTATION

Parking at the 30th NVWG venues will be limited. To reach their assigned work site, volunteers are strongly encouraged to carpool and/or make use of Park and Ride options at the following locations:

Pepsi Center (Lot TBD)
1000 Chopper Cir
Denver, CO 80204-5805

The credential will serve as a parking pass for all controlled volunteer parking areas. A map and information sheet for this parking area will be included in your volunteer letter to be sent out at the end of June.

A number of transportation systems will be in operation during the 30th NVWG. These systems have been designed to serve athletes, coaches, trainers, officials and special guests. Volunteers will have limited access to some of these systems; however, since system capacity is limited, use by volunteers is restricted to persons working their assigned shift.

COMMUNICATION

All event staff will have cellular phones or portable radios to communicate emergencies and other official business. Check with the event coordinator if assistance is needed.

We ask that you not bring any item that might distract the participants. If you have to bring a cellular phone or pager to an event, we ask that you place it either on vibrate or silent mode.

Please visit our Web site often for updates and changes:

www.wheelchairgames.va.gov

PUBLIC SAFETY

Medical

Please report to NVWG staff any injury you or any participant sustains.

A medical team will be on hand at each venue and at the hotels to handle routine first-aid and medical emergencies. Medical personnel will be clearly identified by their red T-shirts.

We ask that you to stay alert to the condition of our guests and participants. Some guests and participants may have chronic medical conditions and we want to stay attuned to any distress they may experience. Some conditions may be affected by strenuous physical activity. Watch for and report to medical staff any symptoms like the following:

Symptoms of respiratory problems:

Wheezing, panting, and gasping for air, rapid breathing, and/or dizziness.

Symptoms of a heart problem:

Complaints of prolonged heavy pressure in center of chest, pain down left arm, severe sweating and/or shortness of breath.

Symptoms of heat exhaustion:

Extreme weakness, dizziness, nausea, headache, cold, clammy skin, dilated pupils and/or collapse. High body temperature (over-heated), inability to sweat, reports of numbness, confusion and a fast pulse should be reported immediately.

When in doubt, **report to the medical personnel**. Let them make the decision.

Security

There will be security personnel on duty at all times. Report any safety, security, or fire concern to security staff.

Please keep in mind the following safety tips:

- ✓ Wear your credential at all times, and expect to show it at all security access points.
- ✓ Leave valuables at home.
- ✓ Report all suspicious persons and incidents to the security personnel or police at your venue.
- ✓ In case of an emergency, contact the nearest medical or security volunteer, or dial 911 on the closest telephone.
- ✓ Do not leave gym bags, luggage, backpacks, or like items unattended; they may be subject to seizure.
- ✓ Lock your vehicles.

CONTROLLED SUBSTANCES

Illegal drugs or weapons are not permitted at the NVWG and will not be tolerated. Alcohol is not allowed at any event site.

Volunteers will be relieved from duty if these items are in their possession or if they are reporting to duty under the influence of drugs and/or alcohol.

WHEELCHAIRS

- Lock wheels when helping someone from the wheelchair.
- Watch for uneven ground, grass, gravel or sand, as this affects wheelchair handling.
- Back down steep ramps to maintain control.
- Beware of curbs, steps, automatic doors, revolving doors and other barriers.

ADAPTED VEHICLES

Do not attempt to operate vehicles with hand controls and/or hydraulic lifts without training. Check with staff before attempting to assist with this equipment.

VOLUNTEER TRAINING

Training is a very important part of the volunteer experience. It is, therefore, **mandatory** that each volunteer attend a general orientation. Job-specific and venue-specific training will also be offered for specific scheduled positions and/or job duties.

Proper training of volunteers ensures the well-being and safety of athletes and volunteers participating in the National Veterans Wheelchair Games. It also guarantees a rewarding experience for everyone involved.

General Orientation

Purpose: To provide a general introduction to the NVWG and working with people who have physical disabilities.

When: Beginning in May for some venues, and June for the remaining venues. The schedule and location information will be mailed to you.

Job-Specific Training

Purpose: To introduce volunteers to their specific roles in the 30th National Veterans Wheelchair Games.

When: The schedule and location information will be mailed to you before the Games.

Venue-Specific Walk Through

Purpose: To give volunteers a tour of the venue to which they are assigned and to familiarize them with the layout.

When: The schedule and location information will be mailed to volunteers before the Games.

On-site training will be offered to volunteers from out-of-state.

EVENT DESCRIPTIONS

Participant Eligibility

To be eligible, participants must be a military service Veteran receiving care for one or more of the following conditions: spinal cord injuries or illnesses, orthopedic amputations or certain neurological problems. Participants must currently be receiving care through the Department of Veterans Affairs, with the exception of our British athletes and active duty service members.

Classification

Athlete classification is necessary to ensure fair competition among competitors with varying degrees of ability and different types of injuries. Classification is performed during registration on July 3 and 4, and consists of an exam by a National Wheelchair Athletic Association (NWAA) nationally certified athlete classifier (M.D. or therapist). Information such as muscle strength and balance is considered in the classification process.

Each competitor is issued a NVWG classification card when classified and, unless issued a permanent classification, all competitors must be reclassified every three years.

Registration for Events

Athletes and coaches must register prior to the start of the events.

Divisions

All athletes are grouped into one of the following three divisions:

NOVICE: First-year competitors only, regardless of age. The participant must not have competed previously in any organized wheelchair sporting event.

OPEN: All competitors who have competed before in the NVWG or any organized wheelchair sporting event, or who choose to compete in this division (even if they qualify for Masters).

MASTERS: Competitors who are 40 years of age or older and have competed in the Games or any other organized wheelchair sporting event before may compete in the Masters Division.

Sports

9 Ball

Join us July 5-7 in Hall B of the Colorado Convention Center. Medals are awarded by category, division and gender. We will need volunteers to check athletes in, keep score, make assignments and hand out water.

Air Guns

The course of fire at the National Veterans Wheelchair Games, being held at the Hyatt Regency Capitol Ballroom., is the Olympic 60-shot International Prone Match. This event will be held over two days, July 6-7. Match time is one hour and forty-five minutes, and distance is 10 meters (33 ft.), with all shooting done in the prone position. The prone position allows the competitor to support the rifle with both elbows resting on the wheelchair table or stationary table. High-level quadriplegics and others who do not fall within the classification of a paraplegic may use adaptive equipment such as rifle support stands and remote trigger mechanisms, if needed.

Air rifles must meet the following requirements:

1. The air gun must be a .177 caliber only.
2. No air guns producing muzzle velocities above 750 fps are allowed, nor are any multiple-pump gun that increases power with each pump (sport-style rifles).

Air rifle competition consists of four categories for each gender (Paraplegic, Paraplegic with Assistance, Quadriplegic, and Quadriplegic with Assistance). Medals are awarded by category, division and gender. At this popular event, volunteers are needed to help with checking in athletes, target set-up and collection, assisting the athletes with holding weapons or pulling triggers, setting up weapons, providing water and other duties.

Archery

Bulls Eye! Join us at Dicks Sporting Goods Park on Friday, July 9, 2010 to see our nation's Veterans "Go for the Gold!"

Approximately 90 Veterans will bring their talents to the archery event. There will be newcomers to the sport as well as experienced participants with their own equipment. The archery

competition is held in Recurve Bow and Compound Bow rounds. Medals are awarded by category, division and gender. We will need volunteers to check athletes in, keep score, locate and retrieve arrows, assign archery equipment/targets, provide water and distribute towels. Volunteers will also be needed for event set-up and wrap-up. Sign up today and come serve those who have served for us.

Basketball

Basketball, being held at the Colorado Convention Center (Hall C), is a three-day round-robin competition among eight 12-person teams. This is an action packed sport with lots of thrills for both competitors and spectators! The first and second round of games will be played on Monday evening, July 5, and the third round on Thursday evening, July 8. The exhilarating consolation and championship finals are on Friday afternoon, July 9. Volunteers will be responsible for checking people in, keeping stat sheets, running the clock, scoring, running water stations, handing out towels, retrieving balls and providing assistance to athletes who fall, collide, or have flat tires. Additionally, the volunteer teams are needed for event set-up and take-down.

Rules for wheelchair basketball at the NVWG are determined by the National Wheelchair Basketball Association (NWBA) and are essentially the same rules as the National Collegiate Athletic Association. The wheelchair is considered part of the player's body in ruling physical contact fouls.

At the Games, basketball is played using a "draw" system to choose players in each classification to form teams. Class I, II and III athletes are drawn to form eight teams. The tournament is single elimination with a third and fourth game play-off. NWBA rules concerning points and play are followed with the exception of the 45-second shot clock, which is not used. All players on each team must play a minimum of 10 minutes or they forfeit the game. Novice athletes are introduced to the sport and taught through first-hand experience throughout the tournament. All members of first, second and third place teams are awarded medals.

Bowling

Bowling will take place July 5 and 6 at the Brunswick Zone

Lonetree. At the National Veterans Wheelchair Games, bowlers compete in divisions separated by class, division and gender. Quadriplegic bowlers further compete with adaptation if necessary, such as handball, ramp or stick. Winners are determined by counting total pins attained in two complete games.

In past Games, more than 300 bowlers have competed. We encourage anyone interested to cheer on the athletes or get involved. Bowling is promoted by the American Wheelchair Bowling Association. Volunteers help register bowlers, retrieve balls, adjust ramps as needed, place balls on ramps, assist with scoring, make sure electronic scorekeepers are functional, assign lanes, compile scores, serve meals, and help distribute water, towels and ice.

Field Events

During the field events, to be held at City Park on July 8, athletes compete by classification, division, and gender in javelin, shot-put, discus, or club. Each competitor's score is decided by the best distance out of three throws from a stationary point. The club throw is a field event specifically designed for quadriplegic, Class IA athletes. Medals are awarded by class, division and gender.

Field events are an important part of the National Veterans Wheelchair Games. In past years, more than 400 athletes have competed in all or some of the field events. Volunteers help with pit set-up, registering competitors, keeping score, measuring distance, retrieving equipment, strapping wheelchairs or helping athletes transfer to throwing chairs, and distributing water, towels and ice. You are sure to witness excitement in this area, so come on down and cheer these athletes on!

Handcycling

The 5K Handcycling road race will take place at 7:30 a.m. on Friday, July 9 in City Park.

Quadriplegic, as well as paraplegic and amputee athletes, compete in this event, another popular sport among wheelchair users. At the NVWG, medals for handcycling are awarded by category and gender, without regard to division.

Handcycling is a timed event run on an asymmetrical course. It is designed to measure both speed and endurance. Like all sports, this event challenges the stamina and character of all who compete. Volunteers are needed at handcycling to help register competitors, assist with setting up the handcycles, monitor the course, position themselves along the course to assist athletes, ride along on a bicycle to help with traffic flow, keep track of laps and notify the athletes of lap numbers.

Kayaking

Kayaking will be held at Fishback Park on July 6. Athletes will get a chance to experience kayaking in either a tandem kayak or an adaptive kayak, depending on the Veterans skill level. A race for interested Veterans will be scheduled at the end of the morning and afternoon sessions. This is not a medaled event.

Kayaking is an exhibition event special to the National Veterans Wheelchair Games in Denver. Numerous rivers and lakes in Colorado give many opportunities for kayaking. Volunteers with kayaking experience will assist our athletes with tandem kayaking and also teaching interested Veterans to kayak. Volunteers will also ensure a safe environment for the athletes to participate. Volunteers will also help to transfer and lift the Veterans from their chairs to the kayaks. Other volunteers will help with set-up, dispensing water and food and providing a fun and safe environment. It will be a great time for those with kayaking experience and also those who just want to experience and learn!

Motorized Wheelchair Rally

The motorized wheelchair rally will be held at INVESCO at Mile High Stadium on Monday, July 5. It is for athletes using motorized wheelchairs, and in some ways is similar to a car rally. Although it is timed, the timing is set only to break ties in the scoring of the other aspects of the event, which include a quiz and a poker hand. Each participant receives a map, a set of instructions and a check card at the starting point of the rally. The instructions and map help guide participants through the course.

The course contains a total of 10 checkpoints. One poker card is given to each participant at five of the checkpoints and other items

are given to each participant at other checkpoints. Any participant arriving at the finish line without each of the 10 items given at the checkpoints is automatically disqualified. During the course of the rally, 10 questions are asked. Some of these questions are trivia and others are observation questions. Participants' answers to these questions are recorded and handed in at the finish line. Each participant must have one escort to help him or her through the course. The escort is assigned; no personal escorts are allowed. Medals are awarded by division and gender.

Each participant receives one point for each correct answer and a maximum of 10 points for the poker hand. In the event of a tie, the best time breaks the tie of points. This event is open classification because every participant must use a motorized wheelchair. Volunteers are used to register the participants, staff the checkpoints, escort each athlete and time the event. Volunteers also help with water, towels and ice along the route of the rally.

Power Soccer

Power soccer provides an opportunity for power wheelchair users to compete in a team sport and experience team play. Power soccer will be held at the Colorado Convention Center (Hall C) beginning Monday, July 5. The consolation game will be held on Tuesday evening, July 6, and the championship game will be Friday afternoon, July 9.

This event is one of the most popular and growing wheelchair sports for motorized wheelchair users. It is a unique, competitive sport for quadriplegics who use a four-wheeled power wheelchair. It is played on a basketball court by four-member teams using a special 18" diameter soccer ball. The objective is to score points by pushing the ball across the opponent's goal line.

As in other team events, volunteers help check the athletes in, keep score, record stat sheets and help with falls. Volunteers also help put on and take off the chair guards required for play, and help distribute water, towels and ice to the competitors.

Quad Rugby

Quad rugby will be held at the Colorado Convention Center (Hall

C) Monday through Friday, July 5-9, with the championship game to be held Friday, July 9. Quad rugby is a unique, competitive sport for quadriplegics. It is played on a basketball court by four-member teams using a volleyball. The objective is to carry the ball across the opponent's goal line. The ball may be passed, thrown, batted, rolled, dribbled or carried.

At the National Veterans Wheelchair Games, teams are determined by a "draw" system. Players are classified according to the USQRA classification system as 0.5, 1.0, 1.5, 2.0, 2.5, 3.0, or 3.5. Each class has a point value, and teams are balanced by limiting the number of points allowed on the court. Medals are awarded to first, second and third place team members.

Volunteers are needed to help at the score table, keep stat sheets, help with falls and flat tires, serve as timers, and give water, towels and ice to the athletes.

Slalom

The slalom is an event you won't want to miss! This event is held at the Colorado Convention Center (Hall B) Monday through Friday, July 5-9, with the Super "G" finals Friday evening, July 9. This riveting athletic event pits individual competitors against what seems to be mission impossible: wheeling, maneuvering, and muscling through an obstacle course containing ramps, raised bridges, rough surfaces, and other challenging barriers created by the course designer. The best time in each division and category wins. The slalom competition is a test of agility, strength, skill and speed.

The event is held on a gymnasium floor or other smooth surface and is defined by cones around which the athlete must maneuver the chair both forward and backward. In addition, obstacles are added and may include different sized ramps, platforms, slopes, hurdles, textured surfaces, low-head clearance and bridges. Missing any of the gates results in disqualification, and each cone struck adds one second to the actual time.

Athletes in the motorized slalom are divided into two categories: hand controls and head/mouth controls. Medals, in both slalom and motorized slalom, are awarded by class, division and gender.

The top three finishers in Class II, III, IV and V are invited to a final “best of the best” slalom event called the “Slalom Super G.” Be sure to watch that one for some amazing, fast-paced action! At all slalom events, volunteers are used to register athletes, serve as timers and spotters, help with course set-up and take-down, replace pylons and maintain stat sheets. They also help provide water, towels and ice to the athletes.

Softball

Wheelchair softball, taking place at the Colorado Convention Center Hall A on Tuesday, July 6, is played on a hard surface. A 16-inch ball is used, but otherwise the play is the same as in regular softball. Teams are made up by division of classification to ensure equal teams. A tournament is then set up based on the number of competitors. At the Games, athletes are introduced to the rules and opportunities so they may continue to play softball back in their home communities.

The National Wheelchair Softball Association has helped this sport grow nationally. Volunteers are needed to retrieve balls, maintain the area, and set up/tear down the softball field. They also help athletes check in, assist with putting wooden braces under wheelchairs at the batter’s box, keep the score book, make announcements and provide the athletes with water, towels and ice. *Play Ball!*

Swimming

Swimming will take place at APEX-Meyers Pool on Wednesday, July 7. The strokes used in the swimming competition at the NVWG are breaststroke, backstroke, freestyle and butterfly. Classes IA, IB, and IC swim 25 yards (or meters depending on the pool); Classes II and III swim 50 yards; and Classes IV, V, and VI swim 100 yards.

The individual medley for Class IA consists of 25 yards each of the back, breast and freestyle strokes. The individual medley for Classes IB, IC, II, and III consists of 25 yards each of the butterfly, back, breast and freestyle, in that order. Classes IV, V, and VI swim 50 yards each of the butterfly, back, breast and freestyle, in that order.

All swimming events start in the water. Medals are awarded by class, division and gender. Volunteers help with registration, lift athletes into and out of the pool as well as their wheelchairs, provide towels and water to swimmers, make sure wheelchairs are available after each competition, serve as timers and assist with crowd control.

Table Tennis

Open to all competitors, table tennis will take place July 5-7 in Hall B of the Colorado Convention Center. A single elimination is used. Competition is the best three out of five. We will need volunteers to check athletes in, keep score, locate and retrieve balls, and, provide water

Track Events

Highly competitive track events will be offered at All City Stadium on Thursday, July 8. Track events are governed by the rules of Wheelchair Sports, USA. Events include the 100-meter, 200-meter, 400-meter, 800-meter and 1500-meter races. Medals are awarded by class, division and gender.

This is one of the more popular events among both athletes and spectators. Volunteers are needed to assist athletes with check-in, record times, count laps, distribute water, towels and ice, keep track of heats, serve as timers and turn judges, and help to organize participants for each run. We encourage you to come on down to watch, cheer and get involved! Many of these athletes compete at a national level. The Powerchair 200 and Powerchair Relay are other track events just for motorized wheelchair users. Volunteer assignments are the same as other track competitions.

Trapshooting

Limited to 50 competitors, trapshooting takes place at the Family Shooting Center at the Cherry Creek State Park on Thursday, July 6th. Basic Amateur Trapshooting Association rules apply.

All participants shoot 50 rounds of 12 gauge ammunition from the 16 yard line. Competitors breaking at least 25 of the first 50 targets can continue with a second 50 targets to determine final standings. Winning ties are given duplicate awards.

Shotguns, ammunition, eye protection, pouches and earplugs are provided. Participants are not allowed to shoot their personal firearm or ammunition. Only quadriplegic shooters may use personal shotguns, with modifications to compete in a separate division.

Novice participants are provided personal instruction and assistance before and during the event. Medals are awarded by category and gender.

Volunteers are needed to help with set-up the day before, get competitions set up the day of the event, hand out ammo, record results, and provide water, towels and ice to the athletes. Volunteers may need to handle firearms ONLY if needed, i.e. for a participant who needs help carrying it to the firing line. Firearms WILL be pointed up and down range at ALL times. Gun safety instruction will be provided prior to the event. Volunteers should also make sure that firearms are cleared when shooting ceases.

Weightlifting

Weightlifting weigh-in is on Tuesday, July 6 at the Colorado Convention Center. The actual events take place at the Colorado Convention Center Hall A on Wednesday, July 7.

At the NVWG, weightlifting competitors are classified strictly by body weight. The bench press is the only form of weightlifting performed. Competitors start with the bar held one inch from the chest and are required to drive the weights up in one continuous motion to a fully extended position. Athletes compete in two classes within each weight category.

1. The Class "High Para" consists of athletes classified as Class II and III.
2. The Class "Low Para/Amputee" consists of athletes classified as Class IV and V.

Medals are awarded by weight categories I-X, Class (High Para, Low Para/Amputee), division, and gender. Volunteers help check athletes in, set up and take down weightlifting benches, help them transfer to benches, serve as side judges, loaders and spotters,

prepare the scoreboards, assist with statistics, help with weigh-in (getting athletes on and off the scales), record weights, spray the benches after each press and distribute water and towels.

Quadriplegic competitors compete on the universal machine and compete by class, division and gender, with medals awarded accordingly.

OTHER VOLUNTEER OPPORTUNITIES

Ceremonies and Special Events

There are three ceremonial events and one special event at the 30th National Veterans Wheelchair Games where volunteers are needed: the Opening Ceremonies, July 4; the Athlete Reception July 4; Closing Banquet, July 9; and a Park Party on July 8. At these activities, specific volunteer duties vary but may include helping with crowd control, carrying flags, signs and banners, ushering, directing, helping with meals and many other tasks.

Games Kick-off

Set-up for the Kick-off is at 8:30 a.m. on Sunday, July 4 at Civic Center Park, for an 11:30 start time. Volunteers are needed to get the portable court in place and taped off, help with AV equipment and signage, and assist with retrieving balls during the quad rugby demonstration. The Kick-off is an opportunity for the community to become familiar with the Games before the activities actually begin, and feature a description of the event by Games organizers, as well as a quad rugby demonstration. Local media are invited to attend this event to get early footage of the athletes in action. Volunteers also help greet and direct visitors, and direct local media representatives to the Games' Public Affairs Team.

Kids Day

Kids Day will be held at City Park on Thursday, July 8 beginning at 9:30 a.m. Denver area children with physical disabilities will meet the athletes, participate in adaptive athletic events, and cheer the Veterans on in their competitions. Volunteers are needed at 8 a.m. to help set up the Kids Day tent, help with equipment and activities, provide souvenir items, and hand out water bottles. Volunteers are also needed to help with the Kids Day closing ceremony, distribute snacks and pack up the equipment when the

activities conclude in the early afternoon.

Meals

Throughout the week of the NVWG, three meals are served each day. Volunteers play an important role here, helping stamp the athlete's meal passes, carry trays, pass out plates and silverware, clean off tables, and assist in any way possible to ensure that the Veterans enjoy their meals.

Photography

A team of NVWG photographers will be taking photos of all athletes from Monday, July 5 through Friday, July 9. Photo assistant volunteers are needed to help the photographers record and document the athlete's names and other pertinent information regarding individuals whose photos are being taken, such as their athlete numbers and identifying characteristics.

Registration

During registration on Saturday and Sunday, July 3 and 4, volunteers are needed to help staff the registration booths, distribute meals and banquet tickets, work in athlete classification, take identification photos, distribute memorabilia items, help with registration packets and assist with crowd control, among many other duties.

July 4 will be a particularly busy day from 9 a.m. – 4 p.m., so please volunteer to help where needed.

EVENT SITES

Directions from the Colorado Convention Center to Event Sites

Opening Ceremonies

Civic Center Park

100 W 14th Avenue Parkway, Denver, CO 80202

Total Distance: 0.5 miles **Total Time:** 2 minutes

Archery

Dicks Sporting Goods Park

6000 Victory Way

Total Distance: 13 miles **Total Time:** 20 minutes

Bowling

Brunswick Lone Tree

9255 Kimmer Drive, Lone Tree, CO 80124

Total Distance: 18.5 miles **Total Time:** 26 minutes

Swimming

APEX Meyer's Pool

7900 Carr Street, Arvada, CO 80005

Total Distance: 14 miles **Total Time:** 23 minutes

Trapshooting

Family Shooting Center at Cherry Creek State Park

4201 South Parker Road, Aurora, CO 80014

Total Distance: 14 miles **Total Time:** 23 minutes

Handcycling, Field Events, and Kids Day

City Park

E. 23rd Avenue , Denver, CO 80206

Total Distance: 3.5 miles **Total Time:** 11 minutes

Track

All City Stadium

1700 E Louisiana Ave, Denver CO 80210

Total Distance: 6.16 miles **Total Time:** 13 minutes

Motor Rally

Invesco at Mile High

1701 Bryant Street, Denver CO 80204

Total Distance: 2 miles **Total Time:** 5 minutes

Kayaking

Fishback Park

700 Water Street, Denver, CO 80202

Total Distance: 0.7 miles **Total Time:** 2 minutes

Airport

Denver International Airport

8500 Pena Boulevard, Denver 80249

Total Distance: 25 miles **Total Time:** 32 minutes

Closing Ceremonies

Wings over the Rockies Museum

7711 E. Academy Blvd # 1, Denver, CO

Total Distance: 8 miles **Total Time:** 17minutes

Softball, Weightlifting, Quad Rugby, Nine-Ball, Table Tennis, Slalom, Basketball, and Power Soccer, will be held at the Colorado Convention Center

Athlete Reception and Air Guns will be held at the Hyatt Regency Denver Centennial Ballroom.

FREQUENTLY ASKED QUESTIONS & ANSWERS

What is the minimum age for volunteers?

The minimum age for volunteering for the 30th NVWG is 14 years of age. Anyone younger than 14 must be accompanied at all times by a parent or guardian. If volunteers younger than 14 do not have a particular assignment with their parent or guardian, we suggest they serve as "fans in the stands."

Do you have to be a Veteran to volunteer?

No.

Can I volunteer if I am in a wheelchair?

Yes.

Who do I contact if I am not able to volunteer?

*Michelle Kirk and Susan Miller
Volunteer Coordinators
30th National Veterans Wheelchair Games
Phone: (303) 399-8020, ext. 2010
Fax: (303) 393-4683; or (719) 553-1102*

How do I find out about schedule changes?

Call the Volunteer Coordinators' Office

Can I bring my children with me?

As a volunteer, you will be too busy to watch your children. If your child is 14 or older he/she can sign up to volunteer with you.

Can I attend the sports events even when I am not volunteering?

Yes, spectators are most welcome.

Will lodging be provided?

No, each volunteer is responsible for his/her own lodging.

GENERAL COLORADO INFORMATION

Capital City: Denver

Nickname: Centennial State

Statehood: August 1, 1876

Origin of From the Spanish for the color

State's Name: red, which was applied to the Colorado River.

Largest Cities: Denver, Colorado Springs, Aurora

Border States: Arizona, Kansas, Nebraska, New Mexico, Oklahoma, Utah, Wyoming

Land Area: 103,730 square miles; eighth largest state

State Bird: Lark Bunting

State Flower: Rocky Mountain Columbine

State Tree: Colorado Blue Spruce (*picea pungens*)

State Song: *"Where the Columbines Grow"*

DENVER FAST FACTS

Temperature in July

- Average highs: 88
- Average lows: 55

What to Wear

- The key to comfort is to be prepared for unseasonably warm weather with the possibility of thunderstorms. Bring a light jacket or rain coat if planning on attending outside events. Casual wear is welcome virtually everywhere.

Average Cost for Meals

- Breakfast: \$5-\$18
- Lunch: \$8-\$22
- Dinner: \$15-\$35

Denver is one of the few cities in American history that was not built on a road, railroad, lake, navigable river or body of water when it was founded. It just happened to be where the first few flakes of gold were found in 1858.